

**HIV MEDICINE ASSOCIATION
OF THE INFECTIOUS DISEASES SOCIETY OF AMERICA**

JOB DESCRIPTION

Title: Administrative Assistant

Reports to: Executive Director

Main Functions: Coordinate and manage all administrative activities related to HIVMA, including board of directors' activities, membership recruitment and retention, annual nomination, elections and awards processes. Assist with maintaining and updating Association website and with producing monthly electronic newsletter. Support public policy and advocacy activities as needed.

Minimum Qualifications

College degree. Solid administrative and computer skills. Detail-oriented, self-starter, strong organizational skills. Previous administrative experience. Good written and verbal communication skills, team player. Association experience and an interest in healthcare or HIV-related issues a plus.

Computer Skills

This position requires strong computer skills. A variety of software programs are used to perform daily tasks, including Knowledgeis, Capwiz, Magnet Mail, ClearVantage, and the Microsoft Office programs. Training is provided but willingness and interest in learning new skills is important.

To apply, please submit a resume and cover letter via email to hivma@idsociety.org or via fax to (703) 299-8766.

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